

EL 970318003US

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Delivery Options

Basic  Advanced

OK  Cancel

Workflow Administration

Stamp message with a 'Please reply by' date:  
(Places messages in recipients 'To Do' list)

Expiration date after the date it is safe to archive or  
delete this document)

Replies to this memo should be addressed to:

Internet Message Format

MIME Character Set:

Send this email to other Notes mail user(s) through the Internet

FIG. 1

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**Delivery Options**

**Delivery Options**

Importance:

Delivery report:

Delivery priority:

Return receipt  
 Prevent copying  
 Auto spell check  
 Collapse Personal Groups  
 Do not notify me if recipient(s) are running Out of Office

**Security Options**

Sign  
 Encrypt  
 Save these security options as the default

**Mood Stamp**

**FIG. 2**

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March request for authorization to bill contact: CFTL66K-CPLPM1LJ – Lotus Notes

File Edit View Create Actions Link

W Welcome Replicator Steve Lipton – All Documents March request for authorization to bill contact: CFTL66K-CPLPM1LJ

1 New Memo 2 Reply 3 Forward 4 Delete 5 Folder 6 Copy info

**Gene Yep**  
03/03/2003 06:23PM  
This document expires on  
10/31/2003

To: Steve Lipton/Dallas/IBM@IBMUS  
cc:  
Subject: March request for authorization to bill contact: CFTL66K-CPLPM1LJ

This email was sent by a programmed agent, please do not reply to this note.  
Instead, use the DOCLINK below to respond to this request.

This is the scheduled billing for March  
If you do not respond, a follow-up notice will be sent on: 3/10/2003  
If you defer this billing to a future month initially,  
It can still be billed in the current month if advised by: 3/27/2003

If you have questions, please contact: Gene Yep/ Raleigh/IBM

Principal: B031  
Customer Name: Northrop Grumman  
Work Number: CPLPM  
Contract End Date: 3/31/2003  
Total Billing Amount \$11,750.00

Charge Code	Amount Scheduled	Scheduled Release Date	Invoice Description
2P23	\$11,750.00	3/31/2003	SW INSTALLATION

Click here to open the document -----> [Open Document](#)

◀ ▶

**FIG. 3**

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Contract: CFTLVNK – end date is about to expire and all revenue has not been billed. – Lotus Notes

File Edit View Create Actions Link

W Welcome R Replicator S Steve Lipton – All Documents Contract: CFTLVNK – end date is about to expire and all revenues...

New Memo Reply Forward Delete Folder Copy Info

**Gene Yep**  
03/03/2003 06:23PM  
This document expires on 10/31/2003

To: Steve Lipton/Dallas/IBM@IBMUS  
cc:  
Subject: Contract:CFTLVNK-end date is about to expire and all revenue has not been...

To: Steve Lipton/ Dallas/IBM@IBUS

Please respond to the following open issue:

Contract End Date will expire but not all revenue has been billed. Will work be complete by the End Date

To respond, select the button that matches the response you wish to make.  
When the note is formatted, add your comments and select "SEND".

Work not complete      Work not complete.  
A customer authorized PCR will be provided to extend the end date of this contract

Work will be complete      Work will be complete.  
Please close the contract at the end date.

Work has been completed      Work has been completed.  
Please close – I am aware that the contract value and actual billed amounts are not equal.

The information below defines the contract this issue relates to:

Customer Name: NORTHROP GRUMMA

66unread document(s) remaining

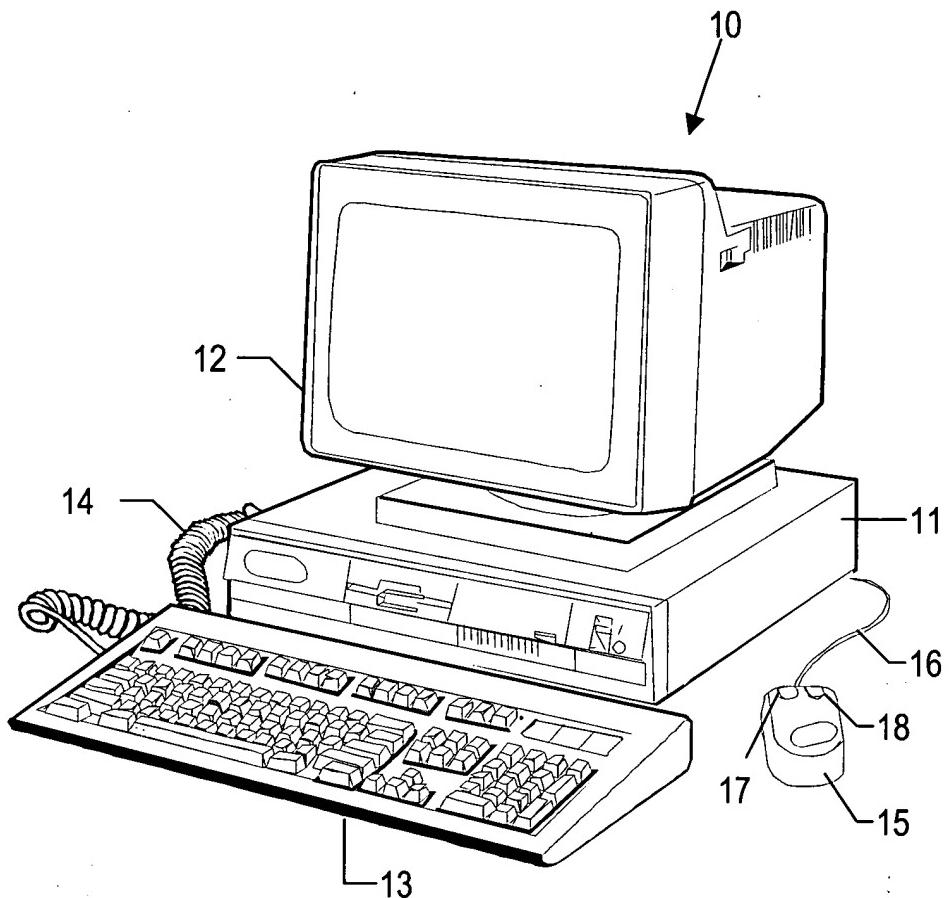
FIG. 4

FollowUp

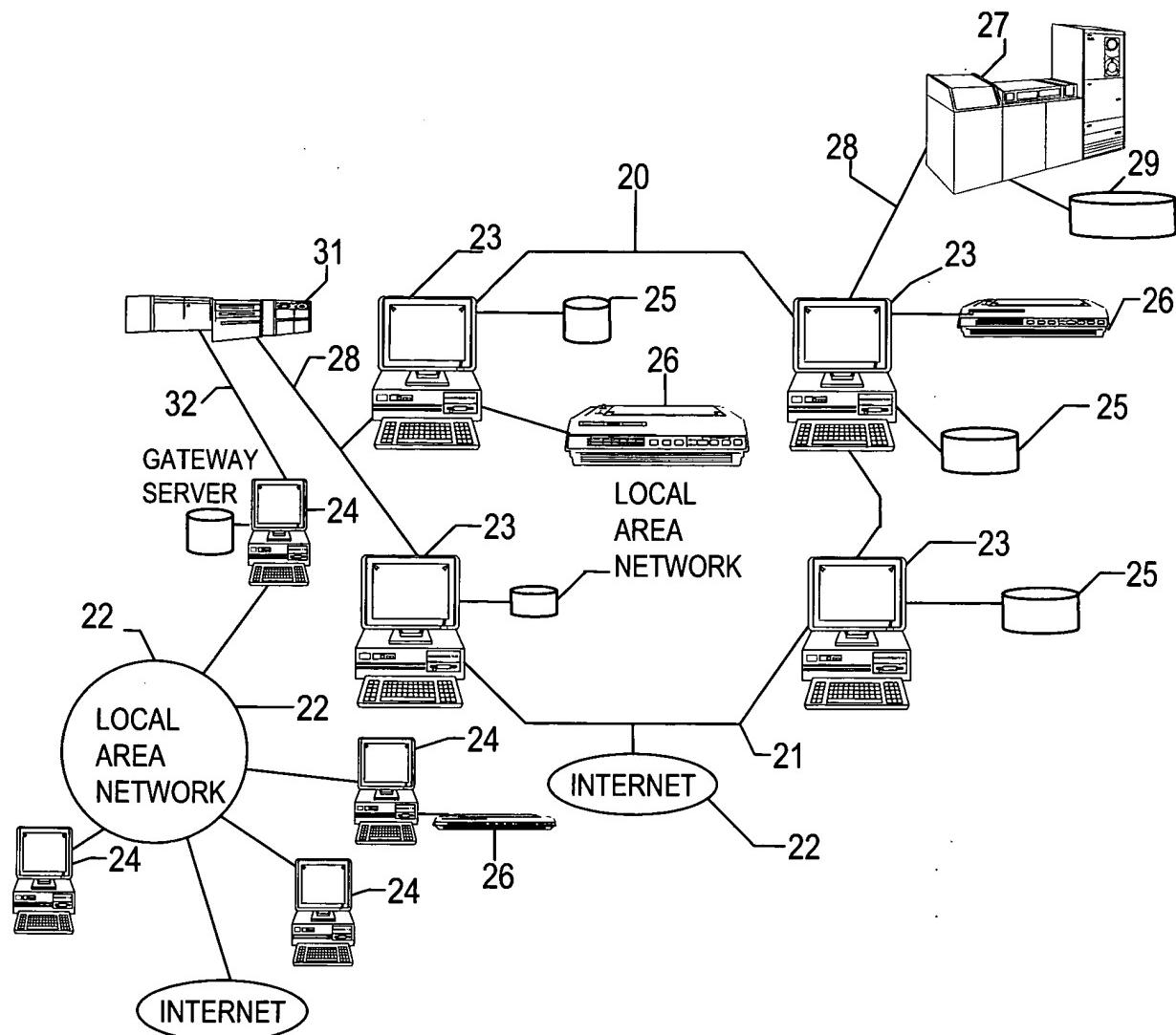
Please Enter a FollowUP date.   
  
04/29/2003

FIG. 5

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**FIG. 6**



**FIG. 7**

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To: _____	35
Subject: _____	36
Cc: _____	37
Bcc: _____	38
Attachment: _____	39
Action Required	
34	
40	
_____	
_____	
_____	

**FIG. 8**

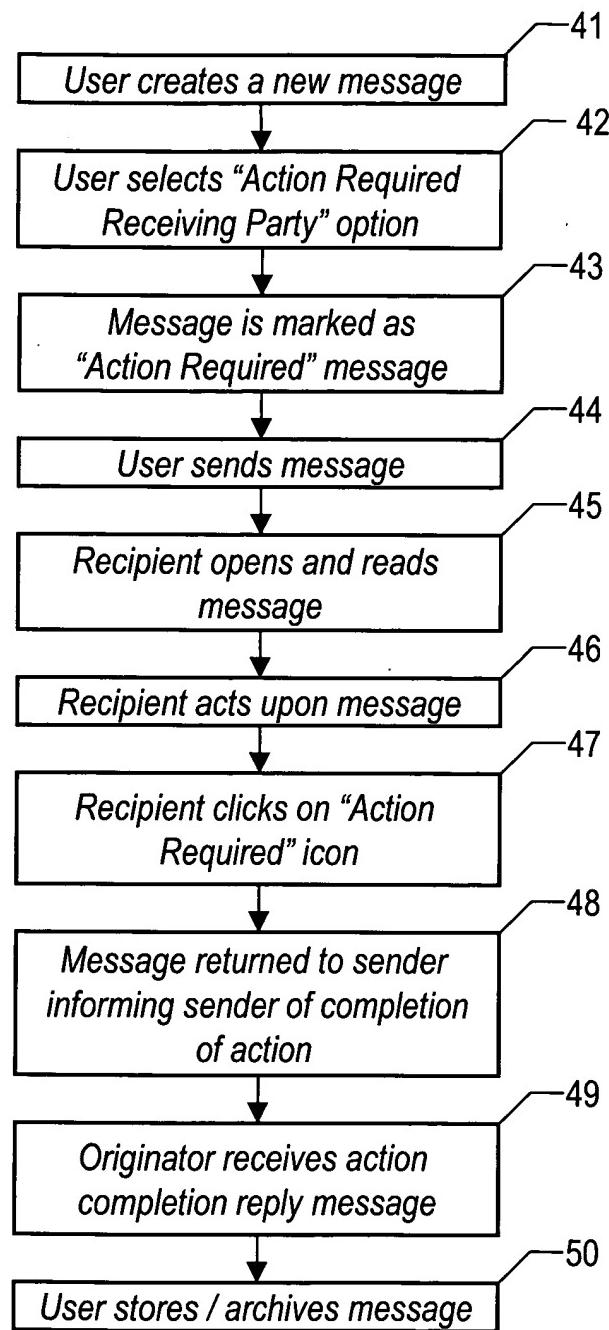


FIG. 9

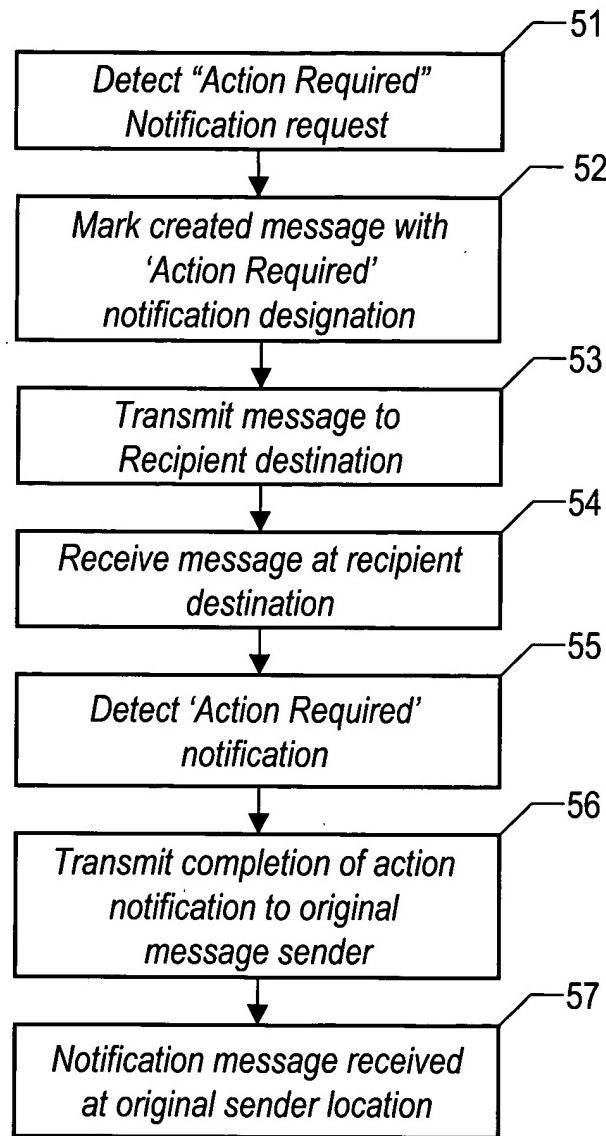


FIG. 10

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<input type="radio"/> Send	<input type="radio"/> Send/File	<input type="radio"/> Save Draft	<input type="radio"/> Address	<input type="radio"/> Delivery Options
From: John Doe				
To: Jane Doe				
cc:				
bcc:				
Subject: Staff Meeting on Friday				
<b>A</b>				

FIG. 11a

<b>A</b>	From: Jane Doe	09/10/2002	10:03:06 PM	Staff Meeting on Friday
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FIG. 11b

<b>A</b>	From: Jane Doe	09/10/2002	10:03:06 PM	Staff Meeting on Friday
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FIG. 11c

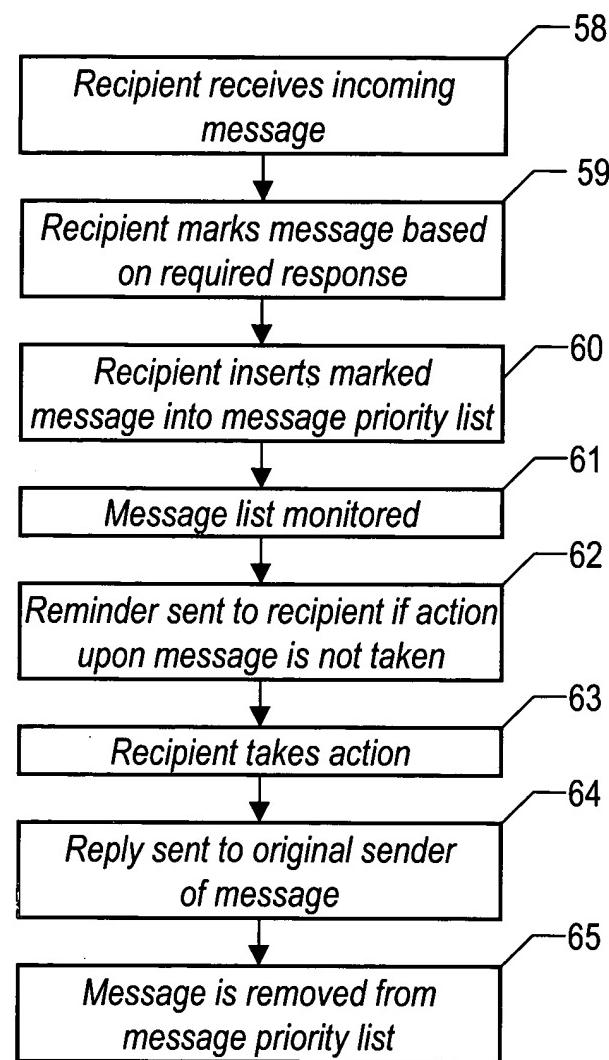


FIG. 12

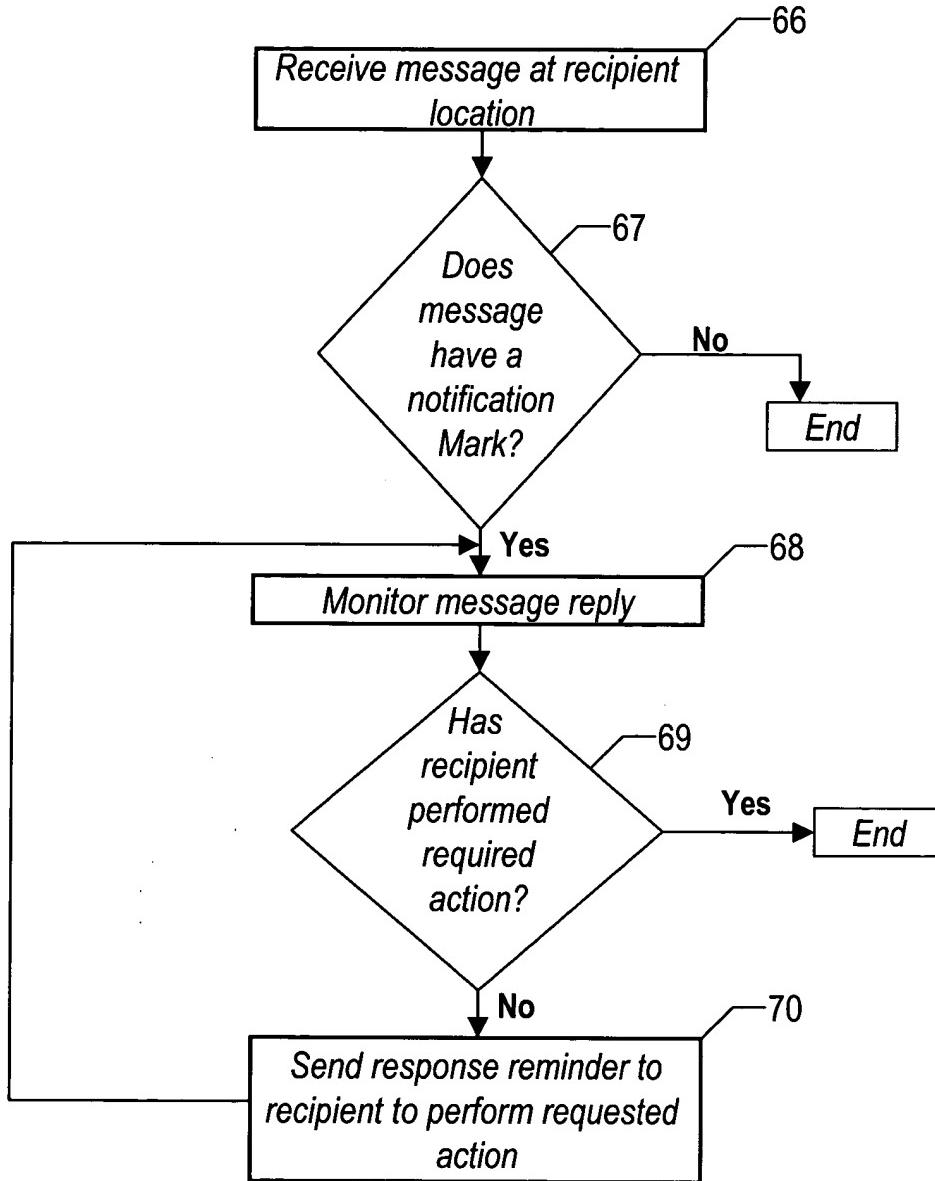


FIG. 13

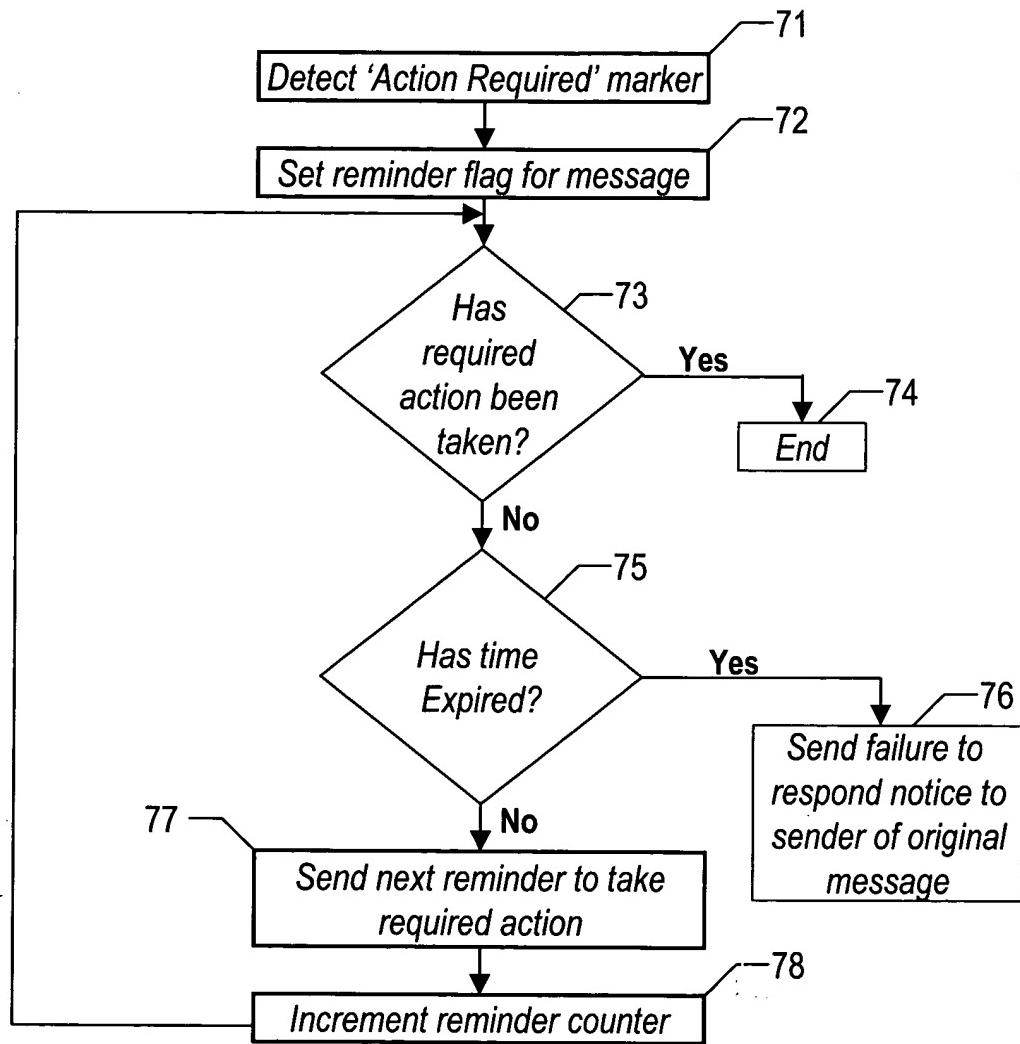


FIG. 14

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<input type="radio"/> Send	<input type="radio"/> Send/File	<input type="radio"/> Save Draft	<input type="radio"/> Address	<input type="radio"/> Delivery Options
From: John Doe				
To: Jane Doe				
cc:				
bcc:				
Subject: Staff Meeting on Friday				

FIG. 15

(U)	Urgent, Response Required Today
(W)	Week, Response Required this Week
(M)	Month, Response Required this Month
(I)	Information, Read at Leisure

FIG. 16

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(W)	Jane Doe	09/10/2002	10:03:06 AM	Will you be attending the Staff Meeting on Friday
(U)	John Lee	09/10/2002	11:18:22 AM	Hourly estimated due by close of business tomorrow
(I)	Ted Smith	09/10/2002	12:26:36 PM	Interesting article on New Disk Drives
(M)	Ron Miller	09/10/2002	14:10:55 PM	Business guidelines must be Reviewed this Monday

FIG. 17